

**FLORIDA AIR NATIONAL GUARD**  
**\*\*\* ENLISTED VACANCY ANNOUNCEMENT \*\*\***

**CLOSING DATE:** 15 December 2014

**TITLE:** CHIEF ENLISTED MANAGER (DAFSC: 3S000)

**MAXIMUM AUTHORIZED GRADE:** Chief Master Sergeant (E-9)

**UNIT:** HEADQUARTERS FLORIDA AIR NATIONAL GUARD

**DUTY STATUS:** This is a Drill Status Guard (DSG) position, NOT full-time employment. Applicants are expected to meet all Unit Training Assemblies and Annual Training requirements annually.

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**Specialty Summary:** Manages functions and activities associated with personnel, education and training (E&T), and manpower and organization (MO).

**Duties and Responsibilities:** Manages and supervises personnel activities and programs to include customer service, casualty assistance, records, assignments, separations, retirements, promotions, performance reports, employments, classification, formal training, retraining, quality actions, testing, and personnel systems. Oversees activities associated with Commander Support Staff functions. Plans, develops, and manages training associated with personnel programs. Conduct and perform briefings, counseling, and interviews. Performs Personnel Support for Contingency Operations functions.

Manages activities associated with education and training programs. Organizes E&T programs to achieve educational goals and mission requirements. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

Manages and supervises manpower and organizational activities associated with Air Force organization structure; organizational and manpower standards; manpower resources, military grades, manpower data systems, and peacetime and wartime manpower requirements and utilization; A-76 commercial activities and competitive sourcing and privatization studies. Manages process reengineering, continuous improvement initiatives, and management consulting services.

Manages and supervises personnel activities related to State Active Duty operations to include staffing, accountability, injuries/illnesses and ensuring accurate personnel and pay records for all airman on State Active Duty.

**Specialty Qualifications.**

Knowledge. Knowledge is mandatory of principles, policies, and procedures in any of the mission support career fields: personnel, military equal opportunity, education and training, or manpower.

Education. Not used.

Training. Not used.

Experience. For award of CEM 3S000, qualification in and possession of AFSC 3S091, 3S291, or 3S391 is mandatory. Also, experience managing Personnel, E&T, or MO activities and programs.

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### **Eligibility Requirements**

Must be a citizen of the United States.

Should be an E-9 or immediately eligible for promotion to E-9 with at least 2 yrs retainability.

Physical Requirements: Must be in good physical condition and be medically qualified in accordance with applicable Air Force and Air National Guard regulations. Must meet Air Force and Air National Guard weight and fitness standards.

Security Requirements: Must be able to meet applicable security requirements to hold appropriate security clearances (Secret).

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### **Application Procedures:**

Complete AF Form 24, Application for Appointment as a Reserve of the Air Force (web site: [www.e-publishing.af.mil](http://www.e-publishing.af.mil)).

Detailed resume of military and/or civilian work and educational experience. All breaks in employment and/or educational pursuit should be fully explained.

Current Report of Individual Person (RIP) or other military service's equivalent.

Last three Enlisted Performance Reports, if applicable. Send MFR explaining status.

### **Mail applications to:**

HQ FLANG- DOSA  
Attn: Lt Col Lombard  
P.O. BOX 1008  
St. Augustine, FL 32085-1008

For more information contact Lt Col Loretta Lombard, HQ FLANG/A1 at  
Comm (904) 823-0605 or DSN 822-0605

*The Florida Air National Guard is an equal opportunity employer. Applicants will be selected for appointment through a quality oriented method of assessment which includes, but is not limited to, factors such as education, physical standards, experience, potential, motivation and moral qualifications.*